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# The Home Department

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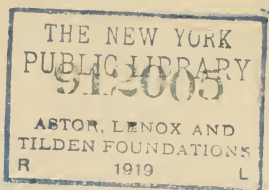
# The Home Department

BY

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## Introduction

The home is God's holiest and earliest school. No organization, divine or human, was ever intended to supplant it. It is in the home that the young growing lives should get their first impressions of God and their first lessons in God's great Book.

The ideal of the father being the priest in the home and the mother the priestess and teacher and guide to the tender lives of the children has never been abrogated. It is just this that affords the greatest opportunity for the Home Department, for where the Home Department is recognized and carried out according to the modern plans in any home, there God's Word is studied, and if there be children they become familiar with the Book and are early taught to pray.

Then, too, where there are no little people, in the chamber of sickness, in the solitude of old age, in the room of the shut-in for any cause, and with those who are unable to attend the services of the house of God for any reason, the Home Department comes as a blessing from the heavenly Father.

This book, written by one whose heart is ready to burn to the socket for the advancement of Home Department ideals, will find a hearty reception as it goes forth into the world. It will be found not only to be a manual for workers, but a source of inspiration as well. That it may greatly increase Bible study in the homes and bring joy, confidence, and rest to many hearts is my wish and prayer.

MARION LAWRENCE.



## Foreword

The ideal of the Christian Church is the Christian home as a unit. The realization of this ideal is the high aim of the Church. The strongest force in the service of the Church, in working for the attainment of this ideal, is the organized Sunday school, and the strong right arm of the Sunday school is the Home Department. This department has for its field all who for any reason cannot or will not attend the regular sessions of the school.

The work of the whole school is to give to the whole family the Word of God; to teach and train the whole family to know God, to love his Word, to worship and serve him, and to bind together in close unity the three most powerful factors in the building of Christian character, the home, the Church, and the Sunday school.

This book is written for those who have had a vision of the possibilities of the Home Department and who are now engaged in its work. It is sent forth with the hope that it may inspire them to renewed zeal and greater efficiency and with a prayer that it may lead to a clearer understanding of its value, and a deeper appreciation of its opportunities and responsibilities, those who have not as yet added this department to their Sunday-school work.

This book does not concern itself with untried

theories, but with theories which have been put into practice and found to work. Every plan suggested, and every method explained, has been used by the writer or carried out with success under her own observation by those with whom she has been associated in the work for fifteen years, as a local superintendent, county superintendent, member of State Home Department Council and member of State Home Department Committee, state superintendent, member of International Home Department Committee, secretary of the International Home Department Commission, and chairman of the International Home Department Committee.

## I

### **Six Great Aims of the Home Department**

The most important factor in a nation's life is the home. The one aim of the Home Department, at its inception, was the systematic study of the Bible in the home. While it has held true to its original purpose, its sphere of usefulness has widened and deepened, till an up-to-date Home Department now has six outstanding aims:

**1. To secure the systematic study of God's Word on the part of the individual and to make membership in the Sunday school possible for all.**

In spite of the great enlightenment of the age, the widespread knowledge of God's Word, the increased activity for political and social reforms, and the multiplicity of organizations of the Christian Church, we have come upon a condition in the home life of the nation that is alarming. The home has gradually given up its duties and functions, abdicated its rights and prerogatives, until there is danger that it will be no longer the center for building a nation in virtue, religion, and prosperity.

The first great need is the revival of the study of the Bible in the home. In thinking of any community it is possible to call to mind a vast army of people who are never seen in Sunday school or church. Many of

them are hindered from attending by reasons wholly beyond their control: mothers with little children or other household cares; the sick and the shut-ins and those who care for them; the aged, many of whom were once active in the work of the Church and Sunday school. Then, too, our economic and social life has made it impossible for thousands of others to attend because they are employed on the Lord's day. There are also multitudes who are far away from any church or Sunday school, in lumber camps, mining districts, and great farming sections, and on the sea.

Fifty years ago the Sunday school was largely considered a children's school. No plan had been perfected for reaching youths and adults and those who could not attend. To-day the Sunday school not only has classes for all those who can attend, regardless of age; it is also making it possible for those who cannot attend to share in the privileges and blessings of the organized Sunday school through its Home Department.

**2. To aid in every possible way in the continuance, restoration, and erection of family altar worship, and to furnish a simple plan for those without family ties to have daily devotions.**

If the first great need of the home is a revival of Bible study, the second great need is a revival of family worship. The home should be God's first and holiest school. Surely the Christian family should gather at least once a day for the reading of God's Word and prayer, but we deceive ourselves if we think that this is the usual practice even with Church members. It

would perhaps be difficult to find a church where even one fourth of the members observe family worship. Yet it should be the right of every child to look back in the hour of temptation and be able to recall the voices of father and mother in prayer and in the reading of God's Word. Such a picture in the gallery of the human mind is the strongest shield against the enemies of the soul. No work of any organization in the Church or outside of it can compare in influence with the years spent in such a home as is spoken of in Rom. 16:5 where the church was in the house. If the Home Department did nothing more than enlist families and individuals in home worship it would be of permanent value in any Sunday school or church.

A statesman tells the story of a visit which he made to a small western town. There were no hotels and he was entertained in a private home. His mission was not above reproach, and he was anxious to retire to his room to avoid being questioned by his host. The father called the family together, saying, "Our guest wishes to retire, so we will not detain him." He handed the Bible to the eldest son, who read a chapter, after which the father prayed. He prayed earnestly for those in authority, that they might be kept true to their trust. Then, mentioning his guest by name, he prayed that he might have no cause to look back upon this visit with regret. That night the statesman could not sleep. "The whole night through the fight raged in my soul," he said, "and with morning I returned to my home without carrying into effect my plan. That

family altar did for me what years of churchgoing had failed to accomplish. I am now a servant of the Most High God."

**3. To secure the sympathetic interest and helpful coöperation of the home in all the work of the Sunday school and church.**

One of the needs most keenly felt by all Sunday-school workers is the lack of coöperation between the Sunday school and the individual home. This is perhaps due in part to the fact that a large number of the children come from homes where the parents themselves are indifferent to the church and the school. In many instances the attendance of the children in the Sunday school is due entirely to the active efforts of the Sunday-school workers, not infrequently in the face of active opposition on the part of the parents. Still we realize that unless we can interest the homes in the work of the school, and secure their sympathetic coöperation, much of the Sunday-school work will fall short of the desired result. It is here that the Home Department has found a wonderful opportunity for service.

A pastor of a church in New Jersey told me that two thirds of his Sunday-school children came from homes which had no other connection with the church, and added: "How are we to secure the coöperation of these homes? We have the children for about an hour and a half on the Sabbath Day; without some help from the home, the results are very doubtful. In some of these homes there is no real opposition but, what is



just as harmful, an attitude of life-killing indifference. If we keep forever after the children, the parents will let them come; when we stop persuading, the children stop coming." A year later I was invited to address a gathering of Home Department members and Sunday-school workers in that church. The pastor with beaming face told me that they were really solving the problem through the Home Department visitor, who was bringing constantly to the attention of the home the aims and the work of the school, and interesting the parents, as real members of the school, through the Home Department.

**4. To reach the home a helping hand in the teaching of self-knowledge and the fundamental truths of life and purity.**

There is perhaps no subject so generally discussed and with such diversity of opinion as the question, Who shall instruct the children and youth of the land in morality and the fundamental truths of life and purity? That this instruction is greatly needed is acknowledged by all; but just how and by whom it is to be given, is an open question.

An attempt was made in New Jersey to introduce this teaching into the public school, but the order was soon repealed. The teaching force and the parents alike were strongly opposed to it. The teachers claimed that they had had no special training for the teaching of this important subject. The parents contended that the average teacher was not fitted either by training or by experience to present this subject successfully; that

the right atmosphere could not be secured in a classroom; that to place it on the same basis as arithmetic or history would do more harm than good; and that knowledge alone would never compel purity. The National Educational Association has gone on record as opposed to placing the subject in the curriculum of the public school, claiming that the home has already abdicated so many of its distinctive functions that to remove the responsibility for the teaching of morality and the truths of life would only do further injury to the home.

The suggestion has been made repeatedly that the Sunday school undertake this important task. Some attempts have been made, but with little success. It has also been suggested that the pastors undertake this task, but the average pastor is a person of so many responsibilities that it is out of the question.

It has also been suggested that the physical instructors of our various organizations within and without the Church assume the responsibility, but this would mean the reaching of a comparatively small number, and at an age when the best time for such instruction is already past. Experience testifies that discussion of the subject is resented when a certain age has been reached.

The whole matter is the repetition of the story of two men who, seeing a boy in the water, began discussing how they should go about to save him. Should they throw him a life belt, swim out to him, or use a boat? While they were discussing ways and means

the boy drowned. The Great War taught us that something must be done, and done quickly, to awaken the home to its responsibility and give it such help as can be put into practical use at once. No greater new movement could be undertaken by the American Sunday school than a definite plan for helping the home at once.

The Home Department has an open door into thousands of homes, and no department is discharging its full responsibility if it neglects now the opportunity to help the home, so that the children and youth of our land shall be safeguarded from the evils of the present day by their knowledge and appreciation of the sacredness of human life and the wonder and beauty of parenthood. (See Ch. XII.)

**5. To stimulate, awaken, and create a responsible Christian parenthood spirit.**

One is made to feel at times that the only thing that is now required of the home is to produce the children, and to feed and clothe them. For all other needs some outside organization will be responsible. Societies of every description clamor for the presence of men and women for all the hours of the day, and they answer the clamor and forget the home. The simple joys of the family meal, where mirth and good fellowship prevail, the quiet evening at home with father and mother, seem things of the past. The most dangerous change, however, has been the shifting of the responsibility for leading the children to a definite decision for Christ,

from the shoulders and hearts of the parents to outside persons or organizations.

The Church of God is guilty in this respect because it has continued to magnify the teacher and other religious workers and to be almost silent about the sacred duty and privilege of the man and woman who brought into the world a living soul, and from whom God in the final analysis will surely demand an account. Many parents seem to feel that when the child has been dressed and sent to the Sunday school they have discharged their full religious duty. If the child fails to develop a fine Christian character, the parents seem to feel that the Church or the Sunday school is to blame.

The very efficiency of our Church organizations may in part have created these conditions, yet we are face to face with a numerical decline in the Church, and the fact that three out of four pupils leave the Sunday school without a definite decision for Christ. It is only too evident that the failure of the Church and the Sunday school is due in large measure to the indifference and lack of coöperation in the home.

The Home Department enters into a closer association with the home than any other agency of the Christian Church, and has here a great opportunity for service. The aim of the Home Department visitor should be to help the parents to a realization of the privilege and joy of leading their own children to a definite decision for Christ, showing them also the remorse and sorrow which must surely follow if they

permit some one else to hold this place in the life and experience of their child.

**6. To use this God-given opportunity for personal work in the home.**

If the duty of the Church is to win men to Christ, and to make men like Christ, what about the great mass of people who are never found where the gospel is taught or preached? Is our work done when the church bell is rung, the church duly advertised, and the best that can be had provided for the services, when we know that many, even within the sound of the bell, cannot or will not come? Ought we not to feel a special responsibility for those without? Should they not receive this blessed invitation even if it has to be carried to them in their homes? Few churches can afford to employ regular parish visitors, and in many churches the pastor is the only person engaged in home visitation. It is here that the Home Department visitor, trained in the Home Department Council, steps in and becomes a pastor's assistant and a soul winner.

The author has had the pleasure of having charge of two large Home Department councils in which the visitors regarded their office as a gracious opportunity for personal work. Many hours were spent in preparation for this work in the homes. One visitor brought four adults to the session of the church before the regular communion service. It was a complete surprise as well as a wonderful inspiration. Another

visitor purposed to lead at least one to Christ for every quarterly communion service. Many homes can testify to the wonderful influence of this department. Surely no Sunday school can consider itself complete if it fails to make use of the evangelizing opportunities of the Home Department.

### **Review Questions**

1. Name six objects for which the Home Department stands.
2. Who are admitted to membership in the Home Department?
3. What is the first great need of the homes of the nation?
4. What is a second great need?
5. Why is coöperation with the home so essential to the success of the Sunday-school work?
6. How may this coöperation be brought about?
7. Who should teach the fundamental truths of life and purity to children and youth?
8. Who should lead the child to a definite decision for Christ? Why?
9. What can the Church and the Sunday school do to reach the people who either cannot or will not come to them?

## II

### History and Organization

The original idea of the Home Department was a class in the out-of-the-way place, held in a kitchen, parlor, porch, barn, or under a sheltering tree, for children and with a teacher. Dr. W. A. Duncan, of Syracuse, New York, was fathering this idea, and his plan was to reach neglected boys and girls. The vision of reaching neglected men and women had not yet come. Dr. Duncan's effort dates back to 1881.

It is claimed that Dr. S. W. Dike, of Vermont, first had a class of adults who studied the lessons by themselves, dispensing with the teacher and introducing the visitor.

The Home Department as we know it to-day was adopted at a meeting of the International Sunday School Executive Committee, at Chautauqua, New York, in August, 1892. State and provincial associations have appointed secretaries or superintendents to further the work. County and district organizations have done likewise.

The Home Department must be connected with a Sunday school. Its members are members of the Sunday school. Its officers and visitors are members of the official board with the same standing as officers and teachers of other departments. The department



reports to the Sunday school at least once a quarter. Its members are always welcome at the school sessions, and are invited on all special occasions. In brief, the Home Department is an integral part of the Sunday school.

There are many ways in which Home Departments have been organized. Some schools have appointed a committee to study the aims and methods of the department. Other schools have given some one person authority to select the workers and secure some members, later organizing these into a department.

Ordinarily the question of organization should be taken up at a regular meeting of the Sunday school officers or at a special meeting called by the superintendent for that purpose. The aims and work of the department should be presented in a forceful manner. This might be done by the superintendent or the pastor. It will also be found helpful to have paragraphs read from some good Home Department book. The best plan is to have a successful and enthusiastic Home Department worker address the meeting. After discussion, action should be taken authorizing the organization of the department. Then a superintendent should be elected. Much care should be taken in the selection of a superintendent as the success of the department will depend largely upon the leadership. The selection should meet with the approval of the pastor.

Sufficient time should be given the newly elected superintendent for the careful selection of the visitors.



The superintendent and visitors should then meet for organization. A secretary and a treasurer should be elected from their own number, or, better still, from without.

These officers and visitors constitute the Home Department Council. The council should spend one or two afternoons or evenings in studying the field and the methods of carrying on the work, and in selecting the printed material that is to be used. The territory should be divided into districts, each worker given definite instructions and a time set for the beginning of the canvass. A limited time should be agreed upon for enrolling charter members. (See following chapters.)

On the Sunday preceding the canvass the pastor should be asked to preach on "The Place of the Bible in the Home," or some other subject in connection with the Home Department work, to explain the plan, to urge every member of the church not connected with the Sunday school to join this department, and to call attention to the literature which has been placed in the pews or which will be handed out at the close of the service.

At the Sunday-school session on the same day the superintendent should explain the Home Department work to the whole school, appeal for the coöperation of teachers and members, and explain the use of the printed material distributed. The superintendent should then call the officers and the visitors of the new department to the platform and introduce them to

the school, after which they are set apart by prayer for the important task to which they are committed. Such a plan adds dignity to the work and starts the department in a business-like way.

There are some schools where both the pastor and the superintendent are blind to the opportunities of the Home Department. Shall such schools be without a Home Department? There may be a man or a woman who has had a vision of the work and who would be willing to undertake the task. Such was the case of Mrs. Edward. She had been greatly stirred by an address on Home Department work at a state convention. Immediately upon her return she called upon the Sunday-school superintendent and brought the matter to his attention. He, however, claimed that he had enough to do as it was, and was not quite sure that he approved of the plan. Nothing daunted, Mrs. Edward went to the pastor, but he thought that such a department would prove an excuse for many to stay away from the school and so do more harm than good.

Mrs. Edward asked that she be permitted to do a little experimental work. Her request was granted, though she was told not to ask anyone to join the Home Department who could possibly come to the school. With a friend she began her visitation. The first day only three persons were secured, one of these a crippled girl. The next week this girl secured four other members, two of them men who were employed on Sunday. After ten days Mrs. Edward reported to the Sunday school a Home Department of eleven mem-

bers. At once the pastor became interested, especially because he had been trying to get hold of one of the men secured by the crippled girl.

The next week Mrs. Edward and her friend again went visiting. At the first place where they called, the lady said: "I am a member already. I could not refuse my pastor." That day there were other evidences of the pastor's interest. On Sunday he added nine names to their five, and there were then twenty-five members. That morning the pastor urged everyone not already connected with the Sunday school to join the Home Department. A meeting of the Sunday-school association was called for the following week. At this meeting the department was formally adopted and Mrs. Edward was elected superintendent. To-day that department is one of the best departments in New Jersey.

In a large city church in South Jersey, the Sunday-school superintendent was not at all interested in Home Department work. The pastor, however, felt that there was a need for this work in his parish. Quietly he began to interest his members in the systematic study of the Bible through the Home Department. Later the writer, who was called upon to address a meeting in that church, found a department of one hundred and eight members, nearly all of whom had been secured by the pastor. There were also present nine women who were willing to become visitors. Yet the state superintendent had been told that it was

practically impossible to organize a Home Department there.

### Review Questions

1. What was the original idea of the Home Class Movement?
2. What are the mistakes that usually lead to failure and when are they made?
3. Name three elements essential to a successful department.
4. How should the visitors be appointed?
5. Should these workers organize? Why? How? What should be the name of their organization?
6. What can the Sunday-school superintendent do to start the department properly?
7. How can the pastor help?
8. Should the workers be installed? Why? How?
9. What is the relation of this department to the Sunday school?

### III

## **Members, Their Duties and Privileges**

In 1912 the Home Department adopted two grades of membership: Grade A embraces those who study the Sunday-school lesson at least a half hour each week, and, so far as practicable, have daily worship with the reading of the Bible and prayer with the members of their families, and those without family ties, who have daily devotions. (See Ch. II.)

Grade B embraces those who study the Sunday-school lesson at least a half hour each week.

### **Duties of Members**

1. To study the lesson at least a half hour each week. If prevented at any time, to try to make up the lessons before the end of the quarter.

2. To have the report envelope marked and ready for the visitor at the end of each quarter. This is very important and will enable the visitor to make a complete report promptly.

3. To make a weekly contribution, if so inclined, and place the same in the report envelope. This is not required, and a member is in good standing without making contributions, if the lessons have been studied; but each member of the Home Department

is invited to share in the whole work of the school, spiritual, social, and financial.

4. To take a general interest in the work of the department, invite others to join as opportunities may offer, attend, if possible, all special occasions arranged in the interest of the work, and at all times and in all places speak a good word for the Home Department.

5. To notify the visitor of any special need in the member's own home or in the community, where the department, the Sunday school, or the pastor may be of service.

6. To pray daily for the members of the department, and for the spreading of the knowledge of the Word of God.

#### **Privileges of Members**

1. To become a member of the Sunday school.

2. To be assigned to a group or district with a visitor in charge, and, together with other members, form a section of the Home Department, just as the class is a section of the Sunday school.

3. To be provided with a helpful plan for the regular systematic study of God's Word.

4. To be provided with helps for family worship and daily devotional Bible-reading.

5. To receive at least four calls from the visitor during the year.

6. To be invited to all special functions of the Sunday school and church.

7. To have a share in the missionary and benevolent work of the Sunday school.

8. To receive the ministration of the pastor as a member of the parish.
9. To have the use of the Sunday-school library.

**Review Questions**

1. What are the two grades of membership in the Home Department? State requirement in each grade.
2. Should a membership card be used?
3. Should the members be asked to contribute?
4. How may the visitor secure the marking of the envelope?
5. How may the members help further the work of the department?
6. What are some of the privileges enjoyed by the members?

## IV

### **Officers, Their Qualifications and Duties**

#### **The Superintendent**

A superintendent of a city school was asked if it would not be possible to organize a Home Department in his school. "Yes, I think so," he replied. "It is the only point we need to make us a ten-point school. There is Mrs. Blank; she is not of much account as a worker, but she is a prominent Church member, and I think she would feel honored if she were asked to act as superintendent." Mrs. Blank was asked. The Home Department was promptly started—and just as promptly failed.

So much depends on finding the right person, and so much harm may result from placing in charge a person unfitted for the work, that great care should be exercised in the selection of a superintendent.

#### **His Qualifications**

The superintendent should be (1) a man or a woman of sterling Christian character, with a firm belief in the power of the Word of God; (2) a firm believer in the Home Department as an agency for spreading the knowledge of God's Word; (3) the possessor of executive ability—the power to plan and the ability to carry the plan into execution, to see clearly the way and to lead his coworkers with him, to know the work as a



whole and to be able to impart that knowledge to others, and, in case of failure, to rise again with better prepared plans, and lessons learned, more determined to try and to succeed; (4) one who can see possibilities in every home, and who will not fear indifference or opposition; (5) one who has diplomacy or tact; (6) one who is able to impart his own enthusiasm to others.

### **His Duties**

1. To know his work: to know the aims of the department; the best methods adapted to the local needs; the printed material furnished by his own denomination, and all such other material as may be of special help in his field.

2. To know his field: the religious conditions; the living conditions; the best way of dividing his field; how to instruct the visitor with regard to each district.

3. To choose the visitors after consulting with the pastor and the Sunday-school superintendent.

4. To know each visitor personally and supervise the work of all.

5. To plan the work for each quarter, present the plans at the council meetings, and see that these are carried into effect.

6. To do occasional visiting (if it is not possible to care for a regular district), so as to keep in touch with the experiences and difficulties of visitors.

7. To give the pastor a summary of the quarter's work, and to keep him informed weekly or monthly of homes which need his special attention.

8. To plan for the social occasions and see that the members are invited to all special functions of the church and school, and to make use of every opportunity for promoting a close fellowship between the department and the school.

9. To give quarterly statistical reports before the Sunday-school session, with such incidents as will bring the work definitely before the school.

10. To see that the department works in coöperation with the other departments of the school in securing members for the various departments as opportunity may offer in the visitation of the homes.

#### **Review Questions**

1. Name some of the qualifications of a successful superintendent.

2. What is meant by executive ability? What is diplomacy?

3. What is the first duty of the superintendent?

4. Who should be consulted in choosing the visitors?

5. Should the superintendent be a visitor?

6. How often should a summary of the work be given to the pastor?

7. What should be included in the quarterly statement presented to the Sunday school?

#### **The Secretary and the Treasurer**

A secretary can do much to make the work run smoothly, to keep the department before the church and the school, and to arouse and maintain interest.

The secretary should not be a visitor.

### Duties of the Secretary

1. To keep a perfect, up-to-date record of the membership, both alphabetically and by districts.
2. To keep a complete record of all transactions at all council meetings.
3. To order the supplies. If material in more than one language is needed, to see that the right kind is ordered. If the material is ordered by the Sunday school, to see that it is received on time.
4. To prepare the quarterlies for the visitors, together with report blanks and envelopes and such special material as is to be placed in the homes.
5. To keep a perfect record of the work of each visitor, and to prepare the report for the quarterly council meeting.
6. To prepare a quarterly report to be given by the superintendent at the Sunday-school session.
7. To fill out the county and state statistical reports and see that they are returned on time.
8. To send out such notices and invitations as the council may decide, to write notes of sympathy and other communications.
9. To keep the Home Department Roll in the Sunday school corrected and up-to-date.
10. To prepare items of interest for the church bulletin or monthly paper, and to see that the Sunday-school superintendent and the pastor advertise the department in every possible way by desk and pulpit notices.

### Duties of the Treasurer

1. To keep a perfect record of all funds received from envelope contributions, collections, or personal gifts.
2. To dispense the funds as the council shall direct and in accordance with the regulations of the school.
3. To present a financial statement at every quarterly council meeting.
4. To prepare an annual financial report.

The Home Department must conduct its finances in accordance with the decisions of the school. Yet there are some things essential for the success of the work.

1. The Home Department treasurer is a necessary official, whether the department buys its own supplies, pays its own bills, and decides on its own benevolent and missionary contributions, or whether the Sunday school pays the bills and distributes the surplus.

2. No visitor should be permitted to turn the contributions from the individual district or group over to the Sunday-school treasurer. This money must be turned over to the Home Department treasurer.

3. Where the department conducts its own finances, the money should be banked in the name of the department, and all bills paid by check.

4. A financial statement, showing just how the money has been expended, should be issued yearly, and a copy sent to each member of the department.

The Home Department is the least expensive department in the Sunday school to operate and has usually

the largest surplus. Nearly all of its work is done outside the school session. Many large departments have monthly business meetings, and all standard departments have quarterly council meetings. Many of the needs of the department are known to the visitor only, and there is a general feeling that many of these needs may be more promptly met if the department conducts its own finances. Many of the largest and most successful departments now take entire charge of all their work, including finances, with the full consent of their Sunday school.

### **Review Questions**

1. What can the secretary do to further the interests of the department?
2. State the duties of the secretary.
3. Should the secretary be a visitor? Why?
4. What is the Home Department Roll? Where and how is it kept?
5. What material must the secretary have ready for the visitor before the close of the quarter?
6. Why is the Home Department treasurer a necessary official?
7. What should be the deciding factor in the matter of finance?
8. To whom does the visitor give the contributions from her district?
9. How often should the members receive a statement of the distribution of the funds of the department?

## V

### **The Art of Visitation**

Great care should be taken in the selection of the visitor. The qualifications of the visitor should be much the same as those of the superintendent. While there are successful men visitors, it is generally conceded that women are better adapted for this work. As a rule they have more time at their command, can visit the homes under many circumstances when it would be out of the question to send a man, can meet many needs of the home and be a confidential friend to the family. Mature men or women should be chosen. Very young people do not make good visitors; their lack of experience makes it impossible for them to understand the problems and share in the trials and difficulties of the home. In the work among firemen, street-car men, railroad men, policemen, in life-saving stations, homes for men, men's hospital wards, and similar places, the visitor should be a man.

#### **Duties of Visitors**

1. To attend the quarterly council meeting.
2. To accept every member of the homes committed to their care as a definite responsibility.

3. To secure a report from every member, once every quarter, even if it requires more than one visit.

4. To make a complete written report at each quarterly council meeting.

5. To visit every new family in their districts and report to the superintendent as soon as possible.

6. To see that in case of illness members are remembered with flowers or delicacies, and in case of death, with such floral tributes as the department may provide.

7. To be especially interested in the members of their districts at the social functions or special occasions and to see that they are made to feel at home and introduced to the other members of the department.

8. To report promptly any cases of illness or any special need in their districts or anything that may be of help to the pastor in his work in the parish.

9. To send birthday cards to the members and to see that the shut-ins are especially cared for.

10. To give special attention to members in all cases of illness, whether in the home or in the hospital. In cases of quarantine, to write bright, cheery, sympathetic notes, and to get other visitors to do the same.

#### A Message to Visitors

1. Pray before you leave your home on your day of visitation, and again before entering each home.

2. Dress as you would for a church service or a social call anywhere. Many visitors lose influence by being careless in this respect.



3. Try to place yourself in the position of the one whom you are visiting.

4. Always remember that you are a representative of the Church and an ambassador for God.

5. Do not patronize the poor or cringe before the rich; if you do, the poor will hate you and the rich will despise you.

6. Be friendly and natural. Be sympathetic and interested in the things which concern each home.

7. Be always on the lookout for new members, and for opportunities for service to all.

8. Be strictly confidential with all your members.

9. Be always prepared with extra report envelopes in case any of your members should have mislaid theirs.

10. Always have plenty of membership cards with you, so that should you find neighbors, friends, or relatives visiting in the homes of your members, you may be ready to take advantage of the opportunity. Have also Cradle Roll cards and invitation cards to other departments of the Sunday school and church with you at all times.

11. Take an interest in the things in which your members are interested, be it a new baby, a dress, a plant, books, music, a garden, the children away from home, farming, or chickens, and try to remember the interests of each member from time to time.

12. Go over the quarter's lessons before you make your call, that you may have them fresh in mind, but do not unduly press your knowledge on your members.

13. Read books on the subject of self-knowledge and



the fundamental truths of life, so as to be able to meet these subjects helpfully in your conversation.

14. In the homes where there are children who belong to the Sunday school, give such information as will make the home interested in the work of the whole school.

15. Have confidence in yourself and in the work which you are doing.

16. Be always on the lookout to speak a good word for Jesus Christ. It may be that you are the one to win that home for him. Don't miss your chance!

#### Some Don'ts

1. Don't leave your supplies with the maid or hanging from the door knob. Make the extra call if necessary. It pays.

2. Don't go to the home with the attitude, "I have come to do you good"; you would resent that yourself.

3. Don't inflict your cares and troubles on your members.

4. Don't speak disparagingly of any church or church official.

5. Don't be led into religious controversy. If an invalid or any of your members should ask your opinion, be ready to give it in a kindly Christian spirit, but don't marshal your arguments in battle array.

6. Don't be inquisitive. Be interested in the family and show your interest at all times.

7. Don't stay too long.

8. Don't talk too much. Shut-ins enjoy the opportunity of telling of the things which interest them.

9. Don't forget that all your work and visits in the home should have one object, that of winning the home for Christ.

10. Don't miss your opportunity of helping the home in the observance of family worship.

11. Don't think you cannot be a successful visitor. While natural gifts and adaptability are of great value, if you will apply yourself to the rules here laid down and study your field and human nature, you will fit yourself to be a successful visitor and make visitation a delight to yourself as well as a blessing to others.

### Review Questions

1. Give some reasons why there are more women visitors than men visitors.

2. Name some places where men are better fitted for the work.

3. What is the first duty of a visitor?

4. Name nine other important duties.

5. How can the visitor help the other departments in her visitation?

6. Name some of the important things in the art of visitation.

7. What should be your point of contact with the home?

8. How may you interest the home in the work of the school?

9. What is the chief object of all your work?

10. Mention some of the important don'ts for Home Department visitors.

11. How may you become a successful visitor in the face of obstacles?

## VI

### **The Quarterly Council Meeting**

The quarterly meeting of the Home Department Council should be the special care of the superintendent. Some departments hold it before the close of the quarter but the second week after the close of the quarter has proved the most satisfactory time for this meeting. The visitors are then returning from their touch with the homes; the problems are fresh in their minds; new suggestions have come to them from their experiences; and where especially successful work has been done, they are eager to tell of it. It is also the best time to plan for the new quarter's work. When the meeting is held at this time, it will be necessary for the secretary to have the material ready for the visitors, and the superintendent may call them together for a few moments at the close of a week-day or Sunday service to give any special instruction before they go out.

The meeting should be made so interesting that no visitor would willingly be absent from it. A visitor should be appointed at the previous meeting to conduct the devotions. Occasionally this period should be in charge of the pastor, the Sunday-school superintendent, or the Home Department superintendent. After the usual business, such as the reading of the minutes,

report of treasurer, and reports of special committees, the program should include a survey of the quarter's work, presentations of new plans for the coming quarter, and a special subject for discussion.

The visitors' written reports should form the basis for the survey. All visitors should be given a chance to read their own reports, to call attention to special problems in their districts, or to make mention of any encouraging features. If a visitor is unable to attend, a written report should be sent to the superintendent in time for this meeting. After the reports are given, the spiritual needs of the homes should be presented and prayers offered for special cases. New plans for the quarter's work should then be considered, arrangements made for special occasions, and the necessary committees appointed. The special topic for the day should then be considered. It is a good plan to have a subject assigned at least one month before the meeting, and to assist the visitor with material for discussion. This should be the visitors' training school.

Some of the following subjects should prove helpful: "The Art of Visitation," "Personal Work in the Home," "Family Worship," "How the Department Can Assist the Church During an Evangelistic Campaign," "How to Assist the Sunday School Before Decision Day," "How to Secure New Members," "How to Present the Work of the School to the Home," "How to Present the Subject of Self-Knowledge," "How to Provide a Loan Library on the Principles of Truth and Morality," "How to Conduct a

Home Department Prayer Meeting," "How to Conduct a Mothers' Meeting," "How to Win an Entrance into the Home," "How to Get Members to Mark Their Reports."

At this meeting visitors should study together the changing conditions of the parish. New phases of the work should be presented, various experiences may be exchanged, and the diplomacy and tact necessary in difficult cases may be discussed.

This meeting should be of special interest to the pastor. He should bring to this council any special plan in which the department can coöperate, such as an evangelistic campaign, interest in the prayer meeting, assistance in securing the attendance of parents at the church services. He should also tell the council of homes where the visitor may be of special service.

The closing moments of the meeting should be spent in social intercourse. The serving of light refreshments will add much to a delightful fellowship.

### **Review Questions**

1. When should the quarterly council meeting be held?
2. Who has charge of the plans for this meeting?
3. What should be the nature of the meeting and the order of business?
4. Who should usually have charge of the devotions? Why?
5. In what form should the visitors' reports be presented? Why?

6. How should the spiritual needs of the homes be met?
7. Name some topics for special discussion.
8. How may the pastor and the Sunday-school superintendent show their interest in this meeting?
9. How should the meeting close?

## VII

### The Home Department Canvass

The object of the Home Department canvass should be:

1. To gain a helpful knowledge of the whole parish.
2. To learn who may be secured for Church membership.
3. To secure members for church organizations.
4. To discover talent available for the church and school.
5. To secure members for the various departments of the Sunday school.
6. To discover members for the Home Department.

The canvassers should spend at least one or two afternoons or evenings in preparation for the work. They should study the field as a whole; the district to which each worker is assigned; the material they are to carry with them; and the manner of approaching the home. They should have before them a list of the church members who are not in the school, the names of the parents of all children in all departments of the Sunday school who are not already connected with the school, also the names of the members of all church organizations who are not members of the school. But the canvass should not be confined to these names. In these days of frequent religious censuses, there is no objection to visiting every home,

Protestant, Catholic, Jew, or nonchurch, whether in country community, suburban town, or city parish.

A special service should be arranged for the Sunday preceding the canvass. The pastor should be asked to preach on some subject in connection with the work of the department, to urge all members of the church who are not already in the Sunday school to join this department, and also to request them to speak to their friends and their neighbors about the canvass. The pastor can give further assistance by speaking of the canvass in his own visitation and by distributing the invitation leaflets in the homes. On the same day a service of consecration should be held in the Sunday school when the visitors should be installed and set apart by prayer. (See Ch. II.)

Where the canvass is conducted for the first time, it is better for two visitors to go together. Where the canvass has become an established annual affair, one visitor may go alone so that the field may be covered in less time.

A card should be used in gathering information. This should contain a space for name, address, Church affiliation, number of adults, number of children, name and address of the visitor making the call and giving the information. Special remarks should be made on the back of the card.

#### **Words to the Canvasser**

Never ask in any home if the members are Christians, or if they read the Bible. No one likes to be classed as



a "heathen" in a Christian land. If you create antagonism you will get no farther than the door. Frankly state the object of your call, that you are helping to make a religious canvass of your community, and ask what church the family attends. If they are Church members, and the children are attending some Sunday school, your work there is done. If such is not the case, fill in the information asked on your card and then invite all the members of the family to the services of the church and school. Where you find that persons cannot or will not attend the sessions of the Sunday school, you have an open field for the Home Department. Be prepared to make full use of your opportunity. Tell them that their inability to attend class sessions need not keep them from the Sunday school.

Many will be glad to join the school in this simple, helpful way; but where there is hesitation or objection, be ready to meet it so far as you are able. Explain how the members become part of the world-wide Home Department family; tell of the visitor's interest in her members; the helpfulness of systematic Bible study; and the blessing that it will be to the children of the home.

Never allow a person to answer "No" immediately. Leave the quarterly and such other material as you have brought and promise to call again. Do not overlook the invalids or shut-ins. Make special effort to secure their membership. Where there are children or young people who for any reason cannot attend the Sunday school, enlist them also and promise to secure the right material for them.

Where the canvass is conducted for the first time, a month should be held open for charter members and a report made each Sunday in the Sunday school. This will stimulate the interest of the school. One department in New Jersey made 700 calls in one month. The effort added 28 members to adult classes, seven to other departments, eleven babies to the Cradle Roll, and 93 members to the Home Department. It also discovered three young men who formed the beginning of a Sunday-school orchestra.

Such a canvass should be made annually.

#### Review Questions

1. What are the objects for which the canvass is conducted?
2. How should the workers prepare for it, and what material is needed?
3. Should one or two visitors make the calls?
4. What should be your method of approach to the home?
5. How can you overcome objections?
6. Should a definite refusal be accepted? Why?
7. How long should the canvass continue?
8. How frequently should the results be reported in the Sunday school?
9. What members in the home should especially be sought out?
10. What special service should be held before undertaking the canvass?
11. How should the visitors be sent forth?
12. How frequently should a canvass be made?

## VIII

### **Standing Committees and Their Work**

A well organized department should have four standing committees. Special committees should be appointed as occasion requires and discharged when their tasks are accomplished. The standing committees should be appointed at the annual meeting and should serve for one year. The standing committees should be: Membership, Social, Flower, and Welfare.

#### **Membership Committee**

It should be the duty of this committee to work with the visitors and be constantly on the lookout for new members. Where the department has adopted the rule of visiting every new family in the parish within ten days after its arrival, it should be the duty of the Membership Committee to see that the visitor makes the call. If it is impossible for the visitor to do so, a member of this committee should make the call. The names of new members should be presented by this committee at the council meeting. The committee should also go over the membership roll each quarter, seeking out such members as might be able to attend the Sunday-school session and encouraging them to do so.

All resignations should be handed to this committee,

which should investigate each case and see if it is not possible to retain the member. Sometimes misunderstandings and difficulties arise which this committee may help to clear away. No resignation should be accepted by the council unless recommended by the Membership Committee.

#### **Social Committee**

This committee should have charge of the social part of each monthly or quarterly council meeting and all special occasions where such services are needed.

#### **Flower Committee**

This committee is very important to the success of the department, and a stated amount of money should be appropriated for each quarter's work. Flowers and delicacies should be provided for the members at the discretion of the committee. Hospital cases should be its special charge. In a case of quarantine, the committee should plan to have brief notes of comfort and sympathy sent twice a week or, better still, every other day, arranging for the members of the council to take turns, and, where the quarantine is of long duration, calling upon the members of the department to participate.

One Home Department, for instance, helped a widow over ten hard weeks when her children were ill with scarlet fever. The first week the department sent flowers and the visitor wrote her a note of sympathy. The second week the department sent fruit. The com-

mittee then arranged with the members of the council to send a cheery friendly letter three times each week. Each member was given a specific date and the superintendent promised to write a special note each week.

Another Home Department constantly remembered a member who was forced to spend several months in a hospital. Toward the close of her stay in the hospital, the Home Department superintendent was permitted to see her. The head nurse met the superintendent at the door and asked, "Would you mind telling me who Mrs. Deal is?" "Why," answered the superintendent, "she is a member of our church." "Oh, I don't mean that," replied the nurse; "I would like to know what makes her so prominent or why she receives so much attention. Practically all the patients in this ward are members of some church, but they are receiving little or no attention, while Mrs. Deal has had post cards, letters, fruit, delicacies, flowers, telephone calls, and visits. Throughout her stay of nearly three months, it seems as though she has been remembered every day. The other patients have been watching her with interest." The superintendent then explained that Mrs. Deal was a member of the Home Department and that the plan was to make all members feel that they belonged to a big family.

A happy way of remembering hospital patients, especially children, is a "Sunshine Box" which contains suitable packages to be opened each day. Such a box often brings joy and interest to a whole ward.

### Welfare Committee

At the International Sunday School Convention, held in June, 1918, at Buffalo, N. Y., the Home Department Conference adopted the following resolution: "Resolved, that a committee be appointed in each Home Department to seek out needy cases and to coöperate with such local organizations as may exist, and also with organizations of a national character, in meeting these needs."

The finding of the commission was as follows: The Home Department, dealing directly with the individual home, and knowing usually most intimately the conditions in the home, should be a powerful factor in coöperating with other organizations now working for the betterment of the home.

The Welfare Committee of the department should coöperate with any organization in the community of a local or national character in seeking out and ministering to needy families.

During a recent hard winter, one department secured the coöperation of the Needle Work Guild of America to provide new underwear for several needy families. In coöperation with a local organization, they secured coal and food for families sadly in need. Several persons were helped in securing employment by having their names placed with the employment bureau of the Y M C A.

It should also be the duty of this committee to arrange for members to visit shut-ins and read for blind

people, also to arrange for services in homes, institutions, and prisons.

### Review Questions

1. Name the standing committees.
2. How are special committees appointed?
3. What are some of the important duties of the Membership Committee?
4. How can this committee help the visitor with special calls and new families in the parish?
5. What is the duty of this committee with reference to securing Sunday-school attendance?
6. How should a resignation be treated?
7. What are the duties of the Social Committee?
8. What are the duties of the Flower Committee in quarantine? In long illness? In hospital cases?
9. How can the whole membership be made to help this committee?
10. What is a Sunshine Box and how is it used?
11. What are the duties of a Welfare Committee? With what other committees should this committee coöperate?



## IX

### **Social and Special Occasions**

No department derives greater benefit from social gatherings than the Home Department. The objections so frequently made that the members of this department cannot be brought together because they are unable to attend Sunday school is not good reasoning. The members of this department need to come together, perhaps more than those who have the opportunity of frequent attendance on the Sunday school and church, and to be made to feel that they are not left out but belong to a warm-hearted church family. It will pay, even if special efforts have to be made to secure their attendance.

One department, which had been unusually successful in securing members, was planning for its first reception and social. A splendid program had been arranged and plans made for refreshments. A Reception and a Decorating Committee had been appointed and the council now met to send out the invitations. The superintendent asked the visitors what the outlook was for the attendance of their members. One visitor said she felt rather discouraged as there were little children in every home in her district, and, as both husband and wife were to be invited, there would be no one to care for the children; and yet wherever she had spoken of



the reception, the members were all anxious to attend. Nearly all the visitors agreed that the same conditions prevailed in every district. How to make it possible for both husband and wife to attend was the question. It was finally decided to give, on the evening of the reception, two simple parties for younger girls and boys, in homes where there were no Home Department members, and to secure the service of older girls to care for children too small to attend these parties, two girls going to each home. Then plans were made to secure automobiles for those who would otherwise be unable to come.

The Sunday-school room was fitted up as a home, with rugs on the floor, pictures on the walls, lamps and books on tables, and easy chairs for the old folks. The platform was arranged as part of a living room, and a grandfather's clock ticked merrily away and chimed the hour.

The program included a twenty-minute informal reception. In the receiving line were the pastor, the Sunday-school superintendent, the Home Department superintendent, and a state worker. The Home Department visitors, dressed in white with Home Department badges and colored canes, were the ushers. Brief devotions were followed by the reports of the secretary and the treasurer. Then each visitor responded to the roll call with the statement of the work in her district. Instrumental and vocal solos, choir and orchestra selections, readings, and a short sketch followed one another in quick succession. Then came the social hour and

refreshments. An old lady of eighty, who had been a Church member for seventy years, had not attended a church or social function outside her own home for ten years. She was carried from the automobile to a large, comfortable armchair, where she held court all evening. She laughed during the program until the tears rolled down her face, and smiled as she said that she wished that she were young enough to help this fine work along. "Why," she said, "this is like a big, happy family, and I'm so glad I belong."

Some departments are able to arrange for social occasions every quarter, others twice a year. Local conditions must be taken into consideration, but the social side must not be neglected if the department is to be a success.

### Special Occasions

As has already been stated, the department should have some definite part in every special program in the Sunday school.

1. At a Christmas celebration, one department formed a tableau of the Holy Family in the stable, with a canvas background showing the animals. A real manger had been provided. The members took the part of Mary and Joseph and the shepherds. A real baby was in the manger, and by electric contrivance the star shone on them from above. The Home Department was seated on one side of the platform and sang softly "Silent Night, Holy Night." The climax was reached when the little baby stretched out its arms to the mother just as the curtain descended.

2. At an Easter celebration, the dialogue between Mary and the risen Saviour was used, while the department sang, "See the Place Where Jesus Lay." This must be done in a most reverential spirit if it is to be effective.

3. At a Children's Day celebration, four Home Department mothers, dressed in white and wearing Home Department colors, formed an arch through which the tiny Cradle Roll babies passed as they came to the platform to be promoted to the Beginners Department. While the children were coming to the platform, the mothers recited together:

"We bring you to-day our treasures,  
Each boy and each girl so fair;  
We ask you to help us guide their feet  
In life's true pathway and keep them sweet.  
We love our little darlings so,  
And ask that you will love them, too."

4. On Rally Day, the Home Department should be prepared to give a report of work done and plans for the coming fall and winter. One department had on the Rally Day program this announcement: "Those We Are After." A mother with a little baby, an invalid in a wheel chair, a nurse, a doctor, a railway clerk, a grandmother with two little children, a policeman, a fireman, a telegraph operator, and others dressed to represent eighteen different characters, each carrying an open Bible, came to the platform while the choir sang, "Break Thou the Bread of Life, Dear Lord, to

Me." At the close of the hymn, a soldier and a sailor came forward and sang "Home, Sweet Home," while the whole audience joined softly in the chorus.

5. Many departments now take charge of arrangements for the observance of Mother's Day or Parents' Day, and it seems that if any department in the church or school should be responsible for this service more than another, it is the Home Department. A good Home Department Council should be able to plan a service that would long be remembered.

1. Special effort must be made to get the mothers to attend.

2. Where there are little children, plans must be made to care for them during the service.

3. Conveyances must be provided for the invalid and the aged and those living at a great distance.

4. Care must be taken that the service shall be a cheerful, joyful tribute to mother love.

5. The decorations should be carefully planned and a flower provided for each mother.

6. The visitors, dressed in white, should act as ushers, seat the people, receive the offering, distribute programs or other material used, welcome strangers, and at the close of the service, each visitor should be assigned to some section of the church to introduce the members to one another.

One department prepared the following simple but effective program, in which every department in the Sunday school shared: After the invocation, the hymn, "Sweet Hour of Prayer," was sung. The Beginners

and Primary departments had twelve little boys and girls, all dressed in white, march to the platform. One little girl brought a basket filled with moss. Each child had a carnation with a wired stem. The little girl placed the basket on a stand in the center of the platform. Then, placing her own carnation in the basket, she recited:

“We come, our tributes bringing,  
To one we love most dear,  
And gladly do we render  
Our happy homage here.  
In every country, every clime,  
In every tribe and nation,  
Mother, that’s the sweetest name  
In all God’s great creation.”

While the children were still on the platform, the Junior Department sang, “Mother, That Sweetest Name.” The congregation recited the Twenty-third Psalm, after which the Young People’s Department sang, “Faith of Our Mothers, Holy Faith,” using the word “mothers” in place of “fathers.” Then followed the notices and offering and an anthem by the choir. The Adult Department had six men and six women come to the platform, who presented “The Testimony of the Ages.” Each recited a beautiful tribute, which had been given by some prominent character in history. A wonderful message on “God’s Gift to the World of Mother Love” followed. The service closed with

“Jerusalem the Golden” and a fifteen-minute informal reception followed.

### **Review Questions**

1. Why are social activities essential to a successful department?
2. What are some of the important things that must be considered in planning for a Home Department social?
3. How often should such functions be held?
4. Should the department be satisfied with attending the special days in the Sunday school?
5. How may we increase the attendance of our members on these special days?
6. Name some special occasions when the department may share in the program with profit to both the department and the school.
7. Why should the department have charge of the preparations for Mother’s Day?
8. What should be the nature of the service?
9. Who should share in the program?
10. How should the fifteen minutes at the close of the service be used?

## X

### Coöperating with the Sunday School

The Home Department should be brought into the closest possible relationship with the Sunday school of which it is such a vital part. A place should be found for it as frequently as possible in the opening or closing worship of the school, and its membership should be included in the prayer every Sunday. The department itself can do much to keep the relationship fresh and interesting.

1. A name roll should be hung in a prominent place in the main Sunday-school room, and the secretary of the department should be present at least once a quarter (once a month is better) to make such changes and additions as are necessary to keep the roll up to date. At such times she should be given a few moments to speak to the school. She should ask those pupils whose parents are not in the Sunday school or on the roll which she has just corrected to raise their hands, then urge them to secure these names for the Home Department. She should announce that she would be at the door with cards and literature. She should ask those who are not sure whether or not their parents are in the Home Department to see if they can find their names on the roll.

In one school where such an invitation was given, a



crowd of children gathered around the roll, looking for the names of their friends and relatives. All at once a Junior exclaimed: "Hurrah! I've got five of my folks on. Can any of you beat that? My grandmother is on it, my two aunts, and my mother and father." Then a little Primary boy who had tried hard to get near the roll, asked this Junior to see if anyone in his house was on the roll. Sinclair was the name. The Junior pushed the other children to one side and called out the names beginning with "S." There were Smiths and Stouts and Stanleys, but there were no Sinclairs. When the little boy was assured that no Sinclair was on the roll, his eyes filled and his lips trembled as he said: "Gee, that ain't fair. You got five and I got none. But I'll get them before next Sunday and I'll ask Mrs. Best to put them on, so you can all see them next Sunday." That roll had won four new members.

2. A quarterly report, carefully prepared, should be given by the superintendent at the Sunday-school session. The report should include transfers to main school, removals, deaths, additions, and the present membership. The financial report should also be presented, giving the amount per capita by district and as a whole, also the number of visitors serving during the quarter. Then such items of interest should be given as will call the attention of the school to the work of this department.

3. At all special occasions of the Sunday school, such as Christmas, Easter, Mother's Day, Children's Day, Rally Day, a place should be reserved for members of



the Home Department. Some definite part in the program should be assigned, not a report or a statement, but some part that will awaken an interest and show the importance of the work. (See Ch. IX.) More Home Department members will attend if the department is known to have a special part in the program.

4. Notices should be given from the Sunday-school desk of all meetings of the Home Department Council and of all the work planned. Items of interest should be prepared for the Sunday-school bulletin, church calendar, and monthlies, and also for pulpit notices.

5. The superintendent and pastor should be invited to the Home Department Council meetings, and, at intervals, invited to address the workers on "How Better to Serve the Church and the Sunday School."

6. An occasional contest should be encouraged between this department and some department in the main school, each side to secure new members for all departments of the school.

7. There should be the closest coöperation between this department and the Cradle Roll. In a Baptist church in Camden, New Jersey, the Cradle Roll hangs on one side of a panel, the Home Department Roll on the other side, and on the panel itself, the state certificate that the Home Department is a standard department.

Under the standard hangs a beautifully framed motto reading, "Every baby's mother in the Home Department and every mother's baby on the Cradle Roll. We are coworkers together."

The Home Department visitor should be on constant lookout for Cradle Roll members, and the Cradle Roll worker for Home Department members. The Cradle Roll superintendent should be a member of the Home Department Council.

8. In some of the social activities of the Home Department the Cradle Roll, Beginners, Primary, and their mothers, should be included.

A Presbyterian church in New Jersey had planned a lawn reception and social for the Home Department including the Cradle Roll. Careful preparations were made and the weather was all that could be desired; yet many of those invited did not appear. The superintendent, in calling at one home, discovered the reason. "How could I attend?" said the mother. "The baby was the only one besides myself who was invited. I have three other young children, and no one to leave them with, so of course I had to stay home, although I wanted to come." The next year the Cradle Roll, Beginners, and Primary children were invited. The Home Department visitors were assisted by the girls of the Intermediate Department in caring for the little ones.

9. At least one social function a year should be held by the department, when the officers and the teachers of the church and school should be the guests of the Home Department members. This will encourage the spirit of fellowship and coöperation.

10. There should be a Home Department Class in the Sunday school, where the visitors and members

may come when they are able to attend. Such a class will stimulate the interest of the Home Department members in the school and frequently be the means of winning them to regular attendance. It is a good plan to have a visitor in charge of this class and to have the members of the department invited by the various visitors to attend. In one Sunday school which organized such a class the Home Department Class soon became the largest adult class in the school.

11. Where there is a "Messenger Service" in the school, visitors may seek the coöperation of this organization in the distribution of library books, Sunday-school papers, church bulletins, calendars, and monthlies, on Sunday, and in the sending out of special messages through the week; but under no consideration must this interfere with the regular work of the visitors. It is the personal touch of an experienced Christian worker which is the most powerful factor in Home Department work and some of the departments have lost out by delegating their work to inexperienced youths.

12. The greatest difficulty in our organized Sunday-school work is the lack of coöperation in the home. To this may be traced the reason for much of our failure.

The figures given at the International Sunday School Convention at Buffalo in June, 1918, were to the effect that seven out of ten pass from the Sunday school without becoming Church members. If we consider that from seventy to eighty per cent of all additions to our Protestant churches come from the Sunday school, we realize what a serious problem this is. After making

a survey in representative schools, in large cities, small cities, suburbs, and country communities, and holding conferences with superintendents and Sunday-school field workers, we learned that large numbers of teachers are so placed that they are never able to visit the homes of their pupils. One superintendent was asked why he did not require, as one of the conditions for becoming a teacher in his school, that the teacher must visit every pupil at least once a year. He replied that if that were made a requirement, he would lose half of his teaching force. Another replied that he would lose nearly all of his, not for want of interest alone, but frequently because of conditions which make it impossible for the teacher to visit. Another superintendent was asked if any of his teachers visited the homes more than four times a year. His only answer was a shake of the head and a smile.

Here is the Home Department's great opportunity. It is a department whose chief duty is home visitation and the school is suffering for lack of coöperation in the home. The chief duty of the visitor is to make four regular, personal calls each year in the homes committed to her care, and there are so many reasons why extra calls are necessary that this number is frequently doubled, so that the visitor comes in contact with a home from four to eight times each year.

A teacher of girls had been working hard with her class, praying and hoping that they would all be prepared to take their stand for Christ on Decision Day. Great was her disappointment when not one of her

class signed the card or rose when the invitation was given.

"Have you ever visited these girls in their homes?" asked a friend to whom the teacher mentioned her decision to give up the class. "No, I cannot do so," she answered. "I work till six o'clock every week day. My mother is an invalid, and I must do all the housework I can, mornings and evenings, to help her. On Sunday mornings I take her to church in her wheel chair, Sunday afternoons I am in Sunday school, and I feel that I owe my Sunday evenings to my mother. I simply cannot find the time to visit the girls in their homes, and much as I love them, I fear I must give them up."

At the friend's suggestion the teacher made inquiry and learned that a Home Department had been organized in the school some six months before. It was found that the homes represented in the class were divided between four Home Department visitors. They had already been calling several times in the homes, and were just then preparing for their regular quarterly visit. The teacher's difficulty was explained to the Home Department visitors, who were asked to help interest the parents in what the teacher was trying to do for the girls. The story of the teacher, and of her disappointment, was told in every home of the class. In each case the mother's attitude was definitely changed. In place of the life-killing indifference which was found in nearly every home, the visitor left behind a warm appreciation and a better understanding of the aims of the Sunday school. As a result, on Easter Sunday seven out of that

class of eleven joined the Church, also three mothers and one father.

### Review Questions

1. Where and how should the Home Department Roll be kept?

2. How often should the Home Department report be given in the Sunday school and what should the report include?

3. What arrangements should the school make for the Home Department members on special days?

4. How can the Home Department coöperate with the Cradle Roll?

5. How can the Home Department coöperate with the other departments?

6. How can the visitor coöperate with the teacher in the regular home visitation?

7. How can the department coöperate in the social life of the school?

8. How can the department coöperate with the school in the preparations for Decision Day?

9. How can the department coöperate with the Messenger Service?

10. What can be accomplished by a Home Department Class in the school?

## XI

### **Family Worship and Responsible Christian Parenthood**

#### **Family Worship**

No part of our work is more essential or gives more blessed results than that in the interest of family worship. It is hardly necessary to speak of the great need, for it is universally recognized. The home with the family altar is the foundation stone of a Christian world. Let this fail, and no amount of organized activities or secular education can stem the tide of desolation that will follow. Give it an important place in the life of the Church, in the pulpit, in the Sunday school, in conferences, in printed material, in consecrated leadership, and the home will respond and do its full share in bringing the Church gloriously through the coming years.

The family altar is not only a benefit to the children and youth in the home, and a guiding star through life, but it is the greatest stimulant to consecrated living on the part of the parent. One may bluff before friends and business associates, but he cannot bluff before the clear eyes of the children around him when he opens the Bible or lifts his voice in prayer. He must live as he prays, and be loving, kind, patient, and fair in all his dealings.



The Great War has revealed the great comfort and shield in temptation many a boy found in the knowledge that his folks at home were praying for him daily. One boy told how he nearly lost his foothold twice, but each time the consciousness that they were praying for him at home held him back. "It certainly was strange," he said, "how near they seemed to me when I needed them most."

1. No visitor must consider her work complete as long as there are in her district homes without family altars. If she feels that she cannot speak to her members on the subject, she should bring with her some of the small leaflets dealing with this subject and leave them with the members. (These leaflets may be secured from almost every denominational house at very small cost.) When she makes her next call, she should ask if the leaflets have been read and thus lead the conversation to the subject. The visitor should also be prepared with a knowledge of the best books and the most helpful material on the subject, so that at the slightest evidence of interest on the part of the family she might be prepared to be of help.

2. At least once a year the Home Department Council should issue a circular letter, setting forth the need and the great blessing of family worship, to be sent to all the homes in the church and parish.

3. Once every six months the department should plan with the pastor for a special service, when such subjects as "The Home Altar," "Religion in the Home," "Foundation of a Christian Nation," "God's



Covenant with the Home," should be discussed. At such times the visitor should use every effort to have the members attend. Cards should be distributed at the service and all present should be encouraged to pledge themselves to observe family worship.

4. The visitors themselves should study the subject at the quarterly meetings, so as to prepare themselves in every possible way to help the home. The question is often asked in conferences, "If the visitor herself does not observe family worship, how can she encourage others to do so?" This is one of the reasons why the department has not been more successful with Grade A, but to such a visitor we would say: "Pray earnestly that God will give you wisdom and courage to do that which you know will bring blessing on you and yours. Under no circumstances, however, must you neglect to distribute the material and invite your members to such special occasions as are planned in the interests of this important part of our work. Your members must be helped; the homes in your district must be reached; this is your duty; do not fail to do it."

### **Responsible Christian Parenthood**

It is an amazing fact that few Christian parents accept the responsibility of leading their own children to a definite decision for Christ. They seem willing, and even anxious, to place this sacred duty on some outside person or organization, and yet by so doing they are losing for themselves the tenderness and reverence in which the child holds the person who leads

him to make his first decision for Christ. This not only injures the home in that it robs the parents of an experience which binds father and son, mother and daughter, closer than anything else can, but it also robs them of the crown of joy which rightly belongs to them and the consciousness that they can one day answer, "Behold, I and the children whom God hath given me."

The Christian Church feels that this sacred duty should be carefully considered and the parents brought to see their responsibility. Yet little teaching or help is given the parents either in pulpit or in the religious press. The Home Department, therefore, has a wonderful opportunity to give the parents valuable help, and, because of its close contact with the home, it is in a position to understand the need better than any other department.

1. The Home Department Council should study the local conditions; material which would be helpful to the home; free literature which the department could provide for distribution; and how to approach the home on this subject.

2. The visitor should call attention to special articles in the Quarterly, distribute the free material, and when opportunity offers, speak of the joy of leading one's own children to Christ. The visitor should also use special effort to secure the attendance of members at such special services as are arranged in the interest of this important subject.

3. The Home Department Council should offer to

help the Sunday school in preparations for Decision Day. The Home Department workers should present the plan of the school in the home and urge the coöperation of the parents and their attendance at the Sunday-school session on Decision Day, so that they may be present to give their consent and also to lend their influence on this important occasion.

4. It is a wise plan for the Sunday-school superintendent to call a joint meeting of the Home Department visitors and the Sunday-school teachers for conference. As a rule the visitor knows the parents intimately and should therefore be of great assistance to the teacher. The visitor has to make her quarterly call after the last Sunday in March, and this fact should be taken advantage of by the school. Even where the teacher is able to call in the home, the teacher should seek the coöperation of the visitor, and where the teacher is unable to visit in the home, the visitor should make special effort on behalf of the teacher and the school.

One pastor decided that never again would he call on children to take a stand for Christ without the presence of the parents. He planned to have all the parents not already in the Sunday school come at a certain hour, and he assigned the work of securing their presence as the Home Department's part of the day's work. The Beginners and Primary departments were dismissed and the rest of the school marched into the church auditorium. The parents took seats with their own children, and it was a beautiful sight to see

parents, teachers, and Home Department visitors all working together for the salvation of the children. The results were beyond all expectation and far more satisfactory than under any previous plan.

Four girls in New Jersey were apparently ready to take a stand for Christ, but they seemed to lose interest when they were urged to make their decision at home. The teacher did not feel that she had the right to rob the parents of the joy of leading these girls to Christ, and while she believed that each girl would gladly have taken the stand alone with her after the class, she decided to visit each home and urge the parents to help their own daughter. But the mothers confessed that they did not know how to approach this subject and would rather have the teacher deal with the girls herself.

In one home the teacher urged that the girl be called in so that together they might lead her to make her decision, "for," she said, "if God asks you, 'Where is Nellie?' I want you to be able to answer, 'I led her to make her decision in my own home.' You would not want some one else to have your crown of rejoicing, because you had not dealt fairly with your child." When Nellie was called, and asked if she did not want to take her stand for Jesus, she answered: "I have been so unhappy about it. I could not speak to mother because I did not think she cared, or would perhaps think I was too young." "Go, tell your mother then," said the teacher, and Nellie, walking over to where her mother was sitting, looked up into her face and said,

"I want to take my stand with Jesus, mother, if you don't mind." The mother folded her in her arms, and they knelt together in prayer. God had been exalted in that home.

### **Review Questions**

1. Why is family worship considered the corner stone of a Christian nation?
2. How does family worship benefit the home, the Sunday school, the Church, the nation?
3. Where should family worship be emphasized and given first place?
4. How may the Home Department Council best fit itself to help the home?
5. How may the visitor overcome the difficulty of leading the conversation to this subject?
6. What special service should the council plan for in the interest of this important work?
7. What special material should reach the home through the year?
8. With what special material should the visitor be acquainted?
9. What can be done for a district whose visitor does not observe family worship?
10. Why should Christian parents be urged to lead their own children to Christ?
11. What does the home lose by giving this privilege to some one outside the home?
12. How can the council help to awaken a responsible Christian parenthood?
13. Name four things the Home Department can do.
14. How may the department help the home before Decision Day?

## XII

### **The Home Department and the Teaching of Self-Knowledge**

If the Home Department is to figure largely in the community life of the future, the moral question concerning the home must find a large place in its program. The Great War has brought to light some conditions of which the nation cannot be proud. One of the most important of these conditions was the ignorance on the part of young men regarding personal purity and a corresponding ignorance on the part of young women of the fundamental truths of purity and parenthood.

The Home Department has a wonderful opportunity for helping the home in this respect, but preparation is necessary if the work is to be successfully undertaken.

1. The Home Department Council should study the problem from every angle, moral, religious, and civic, so as to grow familiar with the need, the method of approach, and how to use the subject helpfully in conversation.

2. A committee should be appointed to secure pamphlets and booklets, carefully examine the same, and recommend such as the council could use for free distribution. The superintendent with an appointed committee should decide what material should be placed in the individual home.

3. A small library of books, carefully selected, should



be the aim of each department. These books should be lent to the members and kept in constant circulation.

4. When sufficient interest has been awakened, a "Mothers' Meeting" or a "Parents' Class" should be organized.

In one Home Department where this plan was used a visitor lent a booklet on home-making to a young married woman who had not been able to learn much about housework or home-keeping. There were already signs that her home was not a success. The book aroused interest. As a result, the girl and her young husband began taking long walks in the evenings. The little garden in front of their tiny house began to receive attention. Where it had seemed that they were about to make shipwreck of their married life, they now began to study the wonder and beauty of parenthood and to prepare themselves to make and keep their home sweet and beautiful. They were continually asking for books and, after the baby was born, the young mother suggested that a "Mothers' Circle" be formed by the department, as she knew other young mothers who needed just such help as she had received.

Every department should aim for a "Mothers' Meeting" in connection with its organized work. Many parents have little time to devote either to reading or to attending lectures. By environment and education they feel themselves unfitted for the task of teaching the fundamental truths of life and purity, and yet it is evident that many of them are anxious for help. This is a distinct challenge to the department and no more

important work could be undertaken. Some departments have tried and failed because of the technical courses adopted. The mothers have neither the time nor the inclination for these things. The work should be started in the simplest way possible.

One department which has had great success used the following simple plan: The meeting was held on a Thursday afternoon, once a month. There were no dues. A box was placed on the table into which each member was privileged to put questions without signature, also any contribution. A Prudential Committee of four members, guided largely by the questions in the box, decided on the subject to be discussed at each meeting. A Reception Committee greeted each mother as she arrived, introduced her to others, and gave her a clipping on "Work of Women the World Over." These clippings were read in response to names at roll call and helped much in breaking up any stiffness or formality. The mothers were also encouraged to prepare papers, the Prudential Committee furnishing helps on the subjects assigned. For nearly a year no outside speaker was invited and the interest increased continually. Some of the subjects ably handled by the mothers and directly suggested by the questions in the box were as follows: "Public School Morals and My Boy"; "Who Is Responsible for the Religious Training of My Child?"; "What Shall I Tell My Child?"; "Confidence Between Mother and Daughter"; "From Birth to Marriage"; "Prenatal Influences"; "Punishment That Educates"; "How to Secure Obedience."



Once each quarter the meeting was held in the evening and the fathers invited; on such occasions one or two short talks were given by the men. Some of the topics discussed by them were: "Knowing My John"; "In My Footsteps"; "A Chip Off the Old Block"; "The Moral and Religious Responsibility of the Father"; "Punishment, Good and Bad."

Such a meeting may be carried on by any Home Department and will prove of inestimable value.

### Review Questions

1. Why is ignorance on moral subjects to be feared?
2. Who should teach the truths of life and purity?
3. How may the Home Department prepare itself to be of help to the home on this subject?
4. How should the material for use by the department be selected?
5. Who should decide what material is best fitted for use in the individual home?
6. How may a "Mothers' Meeting" be conducted by the department?
7. What should be the nature of this meeting?
8. How may the mothers be helped to express themselves at this meeting?
9. What is a good way of breaking up formality and helping everyone to take some part?
10. Name some subjects for discussion by mothers.'
11. When should the fathers be invited to attend?
12. Suggest some fitting subjects for discussion by fathers.
13. Should there be membership dues?
14. How may a good attendance at this meeting be secured?

## XIII

### Group Work

#### Correspondence Group

A visitor should be appointed to have charge of all those who move from the community. The material is sent and reports are received by mail; letters take the place of visits.

#### Workers' Group

The chief engineer in a pumping station had joined the Home Department, and several months later joined the Church. "Now," said the Home Department superintendent, "what about the other men at the works? Can't you help get them interested?"

Some time later the superintendent visited the station. The chief engineer opened a drawer and showed five quarterlies, representing five men who studied their lessons in spare time. The noise seemed deafening, but the engineer said that the men were so used to it that they could discuss their lessons without difficulty, and also have prayer with their visitor.

#### Old Ladies' Home Group

A visitor who spent one afternoon each quarter with a group of fifty-seven old ladies made the following report: "The matron permits me to have them come together for a little meeting. We read, have a word of

prayer, and then they are asked to call for their favorite hymns. I wish you could hear those quivering voices sing the old familiar tunes, and see the looks on their faces as the singing brings back memories of other days. Then we exchange experiences with reference to the lesson study. I send them birthday cards, and an occasional letter to be read to the whole class, and try to keep in touch with them during the quarter."

### A Penitentiary Group

The visitor of a group in the women's section of the Eastern Penitentiary in Philadelphia reports:

"I telephoned the warden beforehand and asked for the privilege of holding a meeting with the inmates. Then I invited a prominent woman speaker, my own superintendent, and another visitor. When we arrived, the matron went along the corridor on one side, and I on the other, inviting the women to the assembly room. The cell doors were opened and they all came.

"You should have heard them sing! Some of them wiped their eyes as familiar hymns were sung. I then told them of letters which I had received from those who had left the prison and were now living useful lives. I asked how many would be leaving before my next visit, and told them to give me their addresses so that I could correspond with them. Then we distributed the quarterlies and the reports for the lessons studied were given.

"After the meeting, by special permission from the matron, all four of us engaged in personal conversation

with the prisoners. We visited every cell and examined the handwork which they had made and were offering for sale. The cells are all immaculately clean and the inmates try to make them homelike. One Italian mother was there with her little baby, and we secured the baby's name for the Cradle Roll."

### Group Work with Foreigners

One of the greatest of America's tasks is the assimilation of her vast foreign-speaking population. There are millions of adults in America who can neither read nor write the English language, who know little or nothing of the law of the land or its history, who are not in sympathy with the Government and its institutions, and who, therefore, fall an easy prey to the enemies of law and order. The press is the most important medium for the dissemination of knowledge both good and bad. The socialist, the anarchist, the Bolshevik, and all enemies of organized government are making ample use of the press, in papers, periodicals, pamphlets, and even volumes, setting forth their views. They have flooded the foreign population with free literature on all subjects.

It is a mistaken idea that these people are not eager to learn. If they cannot read, they frequently will gather together to have a new tract or pamphlet, which has been left at their door, read to them.

If we believe that the teaching of the Bible is the solution of the problems confronting any nation, we surely should be concerned that the Word of God be

placed in the homes of these people in the language which they can understand, and that weekly and monthly publications containing material on moral and social uplift be provided, so that they shall come to love the land of their adoption, appreciate its heritage and its institutions, understand its laws, and thus become good American citizens. The Christian Church must remember that these are the parents of millions of coming Americans, that if this nation is to be a Christian nation, these people must be reached.

The Home Department can help much in this work. Material has been provided in many languages, and gospels and tracts may be had in every tongue. With organization and material at hand, there is no excuse why these people should not be reached and linked up with the Christian Church.

One Home Department visitor, who has a group representing five different languages, reports:

"I do not always get a report, and yet I consider the work well worth while. Recently I was invited to the home of one of my Italian members, where they were having a birthday party. Two of the little children had been attending our vacation school. While I could not speak to them in their own language, I had seen the children at the school, and, knowing the mother well, I managed somehow to get acquainted with the rest of the party. Just before I was ready to leave, the little girls asked me if I would sing one of the school songs with them. We then sang several evangelistic hymns and I taught them the chorus of

one of the songs. Just before I left, the mother (my own member) asked me to bring several papers next time as some of the women present wanted to join my group. I also bring them papers in their own language, which our church provides."

### Review Questions

1. Is the department work confined to the individual home?
2. How is a correspondence group conducted?
3. Who may be members of such a group?
4. Name some other places where group work may be carried on.
5. What can the Sunday school do for the foreign-speaking peoples in our country?
6. What can the religious press do?
7. What materials are available for the Home Department's use?

## XIV

### **District, County, State, and International Organization**

The Home Department to do its most effective work must have a complete field organization, beginning with the district. The district superintendent, usually elected at the district convention but in some of the states appointed by the county superintendent, is an indispensable part of a successful county organization. The district superintendent should call together the superintendents, officers, and visitors of all the Home Departments in the district for organization. A secretary and a treasurer should be elected and a Devotional Committee, a Program Committee, and a Social Committee appointed. The meetings should be held at least semi-annually, and should be in the nature of a conference or a demonstration. Each department should be asked to contribute a stated sum for the expense of speakers, postage, and stationery.

#### **Duties of the District Superintendent**

1. To keep in close touch with the county superintendent.
2. To distribute any material which the county is sending to the schools in a district.
3. To visit every school where there is no Home



Department and try to secure time to speak at a school session. If this fails, to try to find some key person in that school and work through him. (It is a good plan for the district superintendent to appoint several committees, consisting of two members each. Assign one school to each committee for visitation, and have the reports at the district meeting.)

4. To take special interest in all the departments and encourage them to reach the state standard.

5. To plan with the Program Committee for the district rally, and make special effort to secure representatives from schools having no departments to attend the rally.

6. To gather the statistical reports from every department in the district and see that they reach the county superintendent on time.

7. To give a report at the annual meeting of district superintendents. (This meeting should be held in connection with the county convention.)

The county superintendent is elected by the county convention and is a member of the county Executive Committee.

#### **Duties of the County Superintendent**

1. To appoint the district superintendents, where these are not elected by the district conventions.

2. To meet with the district superintendents as soon as possible after the county convention and plan with them the work for the coming year.

3. To hold an extra meeting with these workers to-



ward the close of the year to plan for the annual county convention.

4. To see that the statistical report blanks reach the district superintendents on time.

5. To plan especially for coöperation of the district superintendents at spring conferences and county conventions, and to assign some definite work, such as:

- (a.) Securing delegates from indifferent schools.
- (b.) Coming prepared to answer a definite difficult question.
- (c.) Coming prepared to tell of some especially successful work.
- (d.) Coming prepared to give an outline of a district organization, and having several of the district superintendents prepared to take part in discussion.

6. To address public meetings and Sunday-school board meetings as opportunities may offer, and in every way to further the interest of the department.

The state superintendent is usually elected by the state Executive Committee and is chairman of the state Home Department Committee.

#### **Duties of the State Superintendent**

1. To attend all state Executive Committee meetings.
2. To preside at the meetings of the state Home Department Committee. In states where the superintendent is not chairman of this committee, the superintendent should attend the meetings and present plans for the work.

3. To keep in close touch with the county superintendents, to furnish them with definite aims for the year's work, to call attention to special opportunities, to help plan the spring institutes, and to see that the statistical blanks reach them on time.

4. To furnish material for the Home Department column of the state paper.

5. To plan with the committee for the state convention conferences, to secure speakers, and to see that this department is given every opportunity to have its work presented at this important yearly gathering.

6. To plan for conferences in each county during the year; to attend as many as possible or to see that the Home Department Committee is represented.

7. To attend all county conventions or delegate some member of the Home Department Committee to represent the state.

8. To pray, to plan, to work, for the interest of the department.

#### **Plan of Organization**

The Home Department is now part of the Adult Division. The following recommendations were adopted at the Home Department conference of the International Convention in June, 1918, at Buffalo:

1. That the Home Department maintain its autonomy of organization, both in the Sunday-school association and in the local Sunday school.

2. That there be an international, state, county, district, and local superintendent.

The following plan of organization has been adopted by the International Home Department Committee:

1. That a Home Department superintendent be elected in every state and province.

2. That a Home Department Committee be appointed in each state and province, who, together with the superintendent, shall plan for and help promote the work.

3. That each state and province be districted, and a member of said committee be assigned to each district as a state or a provincial representative, to consult with the workers and help promote the work in his district.

4. That the state and provincial Home Department Committee be represented through its members at each county convention and as many institutes as possible, to help in the conferences and to present the work if so requested.

5. That special effort be made by this committee to secure time at the state and provincial conventions, county conventions and institutes, for the presentation of the Home Department work on the general convention program, and that at least one full-session separate conference be held.

6. That a standard for Home Department work be adopted in each state and province, to stimulate definite activities, and to unify efforts for higher attainments in the work.

The International Committee of Home Department work is a committee of the Adult Division. The chair-

man of this committee is elected by the International Executive Committee, and the members of the committee are appointed by the chairman, subject to the approval of the Executive Committee. This committee carries on the work of the department in the international field, in shaping its policies, presenting plans of organization and work, coöperating with organizations similarly interested, and in unifying and stimulating the work throughout the entire field.

#### Review Questions

1. How is the district superintendent secured?
2. Give an outline of a district organization.
3. How frequently should this organization meet and what should be the nature of the meeting?
4. What are some of the important duties of a district superintendent?
5. How is the county superintendent elected?
6. What special meetings should the county superintendent hold with the district superintendent?
7. How should plans be prepared for spring conferences and county conventions?
8. Give some further duties of the county superintendent.
9. How is the state superintendent elected?
10. What recommendations were adopted at Buffalo regarding the Home Department?
11. Give an outline of the plan of organization adopted by the International Committee.
12. How is the International Committee constituted, and what is its work?

## XV

### State Standards

The object of a standard is to produce special effort to reach a higher place of achievement than that already attained. The chief object of having a standard for Home Department work is to stimulate definite activities and to unify the effort for higher attainment. All too often the work is done in a haphazard way, and in many instances the department receives little or no support from the school of which it should be a vital part. Many departments, which barely held their own before a standard was adopted, were quickened by the effort to attain the requirements of the standard.

The following are some of the standards adopted by various states:

#### New Jersey

1. Regularly appointed or elected superintendent and visitor.
2. A quarterly meeting of the workers for business and conference.
3. Systematic effort for new members throughout the year.
4. Ministration to members in illness or distress.
5. At least one social function a year for the members.

6. An annual Home Department Day in Sunday school or church.

7. Members invited to all special services of the Sunday school and church.

8. Membership roll on the wall of the Sunday school.

#### **Ohio**

1. A Home Department superintendent (and visitors if needed).

2. Systematic effort for new members.

3. Home Department Roll on the wall (containing names of the Home Department members).

4. Home Department card index or book containing names, residences, and other necessary information.

5. Members welcomed as visitors in Sunday school.

6. Removals registered.

7. Members remembered in sickness or in case of trouble.

8. An annual Home Department Day.

9. An occasional social affair for members.

10. Members invited to Special Day services.

11. Helpful literature sent to members.

12. Effort made to establish family altar.

#### **Ontario, Canada**

1. Organization.

(a.) A superintendent, and visitors if needed.

(b.) An annual report to the township, county, or city Sunday-school association.

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2. Records.

- (a.) Card index or address book, with removals and other changes registered.
- (b.) Records kept of lessons studied and of contributions.

3. Honor Roll.

An "Honor Roll" for perfect work in keeping of membership obligations, reported to the members quarterly.

4. Reports.

Home Department work reported to the main school quarterly.

5. Members Visited.

- (a.) Each member visited at least quarterly.
- (b.) Lesson helps and other helpful literature supplied to members.
- (c.) Remembered in sickness or trouble.

6. Special Days.

- (a.) A "Home Department Day" or similar recognition in the school.
- (b.) An occasional social effort.

7. Annual Canvass.

Systematic annual canvass for new members.

8. Church Membership.

At least forty per cent of the resident Church members who are not in the Sunday school enrolled in the Home Department, in addition to the non-Church members.

## 9. Membership Gradation.

At least fifty per cent of the homes represented registered under Grade A.

## 10. Family Worship Aim.

A Grade A member in each of at least twenty-five per cent of the homes of the congregation, members and adherents.

## Illinois

## 1. Membership.

- (a.) At least seventy-five per cent of the membership studying and reporting study of some lessons.
- (b.) At least fifty per cent making some contribution of money.
- (c.) At least twenty-five per cent enrolling under Grade A.

## 2. Service.

## (a.) By school.

- (1) Home Department membership roll on the wall.
- (2) Annual Home Department Day and Home Department members invited to Special Day services.

## (b.) By Home Department workers.

- (1) Secretarial record (on card index or book) of members.
- (2) Home Department quarterly report read in school session each quarter.



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- (3) Conference on work at least quarterly, by superintendent and visitors.
  - (4) Resident members visited at least quarterly and new members sought for.
  - (5) Occasional socials for members.

#### Review Questions

1. What is the object of having a standard?
2. What difficulties will a Home Department standard help to overcome?
3. How does a standard help indifferent departments?
4. Name some things a standard should contain.
5. From your study of the standards in this chapter, make your own outline of a model standard.

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